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## Section 25. Preparation of a Transcript of a Deposition

A transcript of a deposition shall be prepared by a certified court reporter and shall comply with the following requirements:

- a. The transcript shall be on plain typewriting or computer or word processor printing of the first impression, not copies;
- b. The transcript shall be on 8 ½ x 11 paper;
- c. The transcript shall be fastened on the left of the page.
- d. The transcript shall have no fewer than 25 typed lines on standard 8 ½ x 11 paper;
- e. There shall be no fewer than 9 or 10 characters to the typed inch;
- f. The left-hand margins of the transcript shall be set at no more than 1 ¾ of an inch;
- g. The right-hand margins of the transcript shall be set at no more than ¾ of an inch;
- h. Each question and answer in the transcript shall begin on a separate line;
- i. Each question and answer in the transcript shall begin at the left-hand margin with no more than 5 spaces from the "Q" and "A" to the text;
- j. The carry-over "Q" and "A" lines shall begin at the left-hand margin;
- k. Colloquy material, quoted material, parentheticals, and exhibit markings shall begin no more than 15 spaces from the left-hand margin with carry-over lines to begin no more than 10 spaces from the left-hand margin;
- l. All transcripts shall be prepared in the lower case;
- m. All transcripts shall be prepared on only one side of the paper, not front and back.

### History Text:

Addition of new section (25) by per curiam order June 26, 2014.

### Associated Court Rules:

Regulations of the Board of Court Reporter Examiners

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